To,

[Name of Recipient]

[Recipient’s Organization Name]

[Designation of Recipient]

Date:

**Subject: Inquiry Letter for a Product**

Dear Sir/Madam,

I am [Your Name] and I am [Your Designation] at [Your Company Name]. I am writing this letter on behalf of the company head so as to inquire some details about your latest product, [mention name of the product]. We are interested to know about this new product specifically and we are also keen to know about every other product that your company can provide.

We are looking forward to procure [mention product name] if it qualifies our needs. Kindly reply us with the product details and its price. It will be helpful if you can provide other terms and conditions that your company follows.

We expect some help and co-operation from your esteemed company. It will be very helpful if you post us your brochure and any other product information. We are waiting for your reply. Thanking you in anticipation.

Sincerely,

[Sender Name]

[Sender Designation]

Signature